



# Library Advisory Board

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## Library Board--Minutes

### Special Meeting

Monday, January 24, 2011-- 7:00 pm

Bluebonnet Room

Smith Public Library

800 Thomas Street

Wylie, Texas 75098

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### CALL TO ORDER

*Announce the presence of a Quorum.*

Members present: Shirley Burnett, Grace Morrison, Mindy Ayers, Junaid Najamuddin, Gerri Washington, Brett Brim, Rachel Orozco (Board Liaison)

Members absent: Lucy Shriver

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### CITIZENS COMMENTS ON NON-AGENDA ITEMS

*Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

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### PRESENTATION

Shelving is coming in this week and is supposed to be completed by January 31 with the movers coming the next week. The week after that the reference desks and the tree should be installed.

On February 28 we will look at integrating the opening day collection. RFID will be installed somewhere during that time.

March 7 – the end panels that have the laminate should be installed.

March 14 – the date we are currently looking at a tentative opening.

No grand opening is scheduled until April when a formal opening will be held for the complex.

There will be a couple of days we will ask the Board to come in and act as patrons in order to test equipment. There is also Boy Scout troop that wants to also participate and be “pretend” patrons.

We may use some volunteers to help unpack the opening day collection and hand the books to the staff to shelve.

The Friends of the Library are contemplating holding a membership drive the Thursday before we open and offer a special preview of the library with their application.

The lighting is being worked on to create additional lighting in some of the darker areas.

Several new part-time employees started this week. We have two part-time children's reference positions to be filled that require a bachelor's degree. Interviews are being held this week for these positions.

We are still searching for someone to open a café in the Foyer area. Businesses have been reluctant due to the current economy.

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## **ACTION ITEMS**

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1. The Library Board Minutes of Monday, January 10, 2011 were not able to be presented due to computer problems. They will be presented at the February 14, 2011 meeting for approval.

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## **DISCUSSION ITEMS**

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The first item is to approve changes to the interlibrary loan policy. The only item brought up to be changed is to make the service free. One reason to make the service free is the increase in staff to do the research. In the past, a \$2.00 fee was charged due to a high volume of requests. A large amount of the requests were not within the spirit of the interlibrary loan parameters. In the new building, we have a larger book budget which will allow us to have more inventory available. A lot of times it becomes a reference transaction and we may have other items that will suit their needs. If we have enough requests for something we will look into purchasing the material. If the item is not picked up, the patron will then be charged a \$2.00 service fee.

We don't loan items such as DVD's, audio books, test books, and manga so there should be reciprocity in what we request. As a result, parameters have been put in place as to what we will ask for when requesting an interlibrary loan from other libraries. A survey was done of other libraries and only one charged postage for interlibrary loans and the rest were free.

A vote was made to approve the Interlibrary Loan Policy which was approved as revised.

The Teen Center Guidelines were not able to be presented due to computer issues and will be presented at the next meeting for review and approval.

The Exhibits Policy sets out what will be posted in the library. In the past, there have been strict guidelines as to not post anything for profit. Also, we did not post anything for events at the High School and may want to revisit that issue. We could make revisions to post items related to the High School and Collin College. A discussion was held regarding allowing posting of author visits being held at Eerie Books and Barnes and Noble. Even though these bookstores are for-profit they are literary linked and they support the library.

Examples of the Library Tours Policy were presented to the Board for review. It was discussed that all ages, preschool through adults, should be allowed to schedule tours. Tours times will be scheduled as

agreed upon and will not be scheduled during the library's busiest times, for example, story time. Three weeks notice will be required for tours in order to ensure there is enough staff to assist the tour groups. A minimum size group will be 10 and the maximum will be 40 with school classes being rotated in and out 40 students at a time. One chaperone will be required for every 10 students.

Computer Lab Guidelines were discussed and whether or not to have the computer lab available to the patrons when classes are not being held. There are 16 computers out on the floor and 16 in the lab. Some libraries allow their patrons to use the computer lab if there are no classes being held. Other libraries will not allow their patrons to use the computer lab even if there are no classes being held. It is hard to determine what the level of usage will be since there will be more computers than in the past. It was presented that the computers out on the floor be used first and then the ones in the lab may be utilized. Computers must be reserved at the reservation desk. This policy will be revisited after the library is open and operational for a few months.

## **STAFF REPORTS**

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Board Members were encouraged to email a letter to their legislators regarding money they want to cut from library funding.

Minutes from the January 10 meeting will be presented for approval at the next meeting.

Rachel will discuss the Library Tours Policy with the Children's staff.

Teen Center Guidelines will be presented at the next meeting for discussion.


## **ADJOURNMENT**

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Meeting adjourned at 8:15 pm.



Grace Morrison, President



Date